Presented by:

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Government Travel Card

For Official Government Travel Only

Do's & Don'ts

ESSENTIAL IN PEACE, INDISPENSABLE IN WAR

MANAGING YOUR GOVERNMENT TRAVEL CARD

DO…

- **USE YOUR GOVERNMENT TRAVEL CARD TO PAY FOR OFFICIAL GOVERNMENT TRAVEL ONLY.**
- **OBTAIN TRAVEL ADVANCES FOR OFFICIAL GOVERNMENT TRAVEL THROUGH AN ATM IF AUTHORIZED.**
- **TRACK YOUR EXPENSES WHILE ON TRAVEL SO YOU HAVE ACCURATE INFORMATION FOR FILING YOUR TRAVEL CLAIM.**
- **FILE YOUR CLAIM WITHIN 5 DAYS AFTER YOU COMPLETE YOUR TRIP OR EVERY 30 DAYS IF YOU ARE ON EXTENDED TRAVEL.**
- **SUBMIT PAYMENT IN FULL FOR EACH MONTHLY BILL.**

MANAGING YOUR GOVERNMENT TRAVEL CARD

DO… (CON'T)

- **FOLLOW BANK OF AMERICA'S DISPUTE PROCESS FOR REPORTING INCORRECT CHARGES.**
- **CONTACT BANK OF AMERICA'S CUSTOMER SERVICE NUMBER IF YOU HAVE QUESTIONS ABOUT YOUR MONTHLY BILL [1.800.472.1424].**
- **BE AWARE THAT DELINQUENCY OR MISUSE OF THE CARD COULD RESULT IN DISCIPLINARY ACTION.**
- **CONTACT YOUR OFFICE AGENCY PROGRAM COORDINATOR FOR MORE INFORMATION ABOUT USE OF THE CARD.**

MANAGING YOUR GOVERNMENT TRAVEL CARD

DO… (CON'T)

- **ACCESS THE FOLLOWING WEB SITES TO LEARN MORE ABOUT THE GOVERNMENT TRAVEL CARD PROGRAM.**
- http://www.asafm.army.mil/fo/fod/tc/tc.asp is ASA(FM) travel card page
- http://www.dtic.mil/comptroller/fmr/09/index.html is DODFMR 9 (Travel Policy)
- http://www.fss.gsa.gov/webtraining/trainingdocs/traveltraining/ is GSA travel card training
- https://dfas4dod.dfas.mil/centers/dfasin/rockisland/travelpay.htm is DFAS-RI Travel Pay

MANAGING YOUR GOVERNMENT TRAVEL CARD

DON'T…

- **USE YOUR GOVERNMENT TRAVEL CARD FOR PERSONAL USE OR PERMANENT CHANGE OF STATION (PCS)TRAVEL.**
- **OBTAIN TRAVEL ADVANCES FOR OFFICIAL TRAVEL THROUGH AN ATM WHICH EXCEED YOUR EXPECTED EXPENDITURES FOR A TRIP.**
- **OBTAIN TRAVEL ADVANCES THROUGH AN ATM UNLESS YOU ARE OR SOON WILL BE ON OFFICIAL GOVERNMENT TRAVEL.**
- **ALLOW YOUR MONTHLY BILL TO BECOME OVERDUE.**
- **WAIT FOR RECEIPT OF YOUR MONTHLY BILL TO FILE YOUR TRAVEL CLAIM.**
- **FORGET THAT THE CARD IS ISSUED IN YOUR NAME AND LIABILITY FOR PAYMENT IS YOUR RESPONSIBILITY.**
- **MAKE LATE PAYMENTS BECAUSE THIS COULD RESULT IN SUSPENSION OR CANCELLATION OF YOUR CARD.**

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